

**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF WEST VIRGINIA**

**Electronic Case Filing System
Limited Access Registration Form and User Agreement**

This form shall be used by attorneys and non-attorneys to register for an account on the Court's Electronic Case Filing System (hereafter "ECF") for the limited purposes listed below (check one).

- Claims Agent - access limited to filing, assigning, transferring or withdrawing Proofs of Claim, and filing Reaffirmation Agreements and other claims-related documents.**
- Accountants/Bookkeepers - access limited to filing periodic operating reports and related documents.**
- Transcribers - access limited to filing transcripts and related documents**

(PLEASE PRINT OR TYPE)

First/Middle/Last Name: _____

Bar ID#(if Applicable): _____ State: _____

Firm/Company Name: _____

Firm/Company Address: _____

Voice Phone Number: _____ FAX Number: _____

Internet E-Mail Address: _____

E-mail Format (choose one):

- ___ html format for Netscape or ISP e-mail service
- ___ text format for cc:Mail, GroupWise, other e-mail service

Reduced Paper Module (choose one):

- ___ I elect to receive only electronic notices via e-mail
- ___ I elect to receive notices on paper via U.S. mail and electronically via e-mail

By submitting this registration form, the undersigned agrees to abide by the following:

1. The assigned ECF login and password is for use only in cases permitted by the U. S. Bankruptcy Courts for the Southern District of West Virginia. It may be used only for the limited purposes specified.
2. At this time, the requirements for filing, viewing, and retrieving case documents are: a personal computer with at least 128 MB of RAM; internet access of at least 56k modem (high speed connections such as DSL will improve performance, AOL does not work with CM/ECF); a scanner and scanner software for documents not in electronic format; software which includes Windows 95 or higher (or a MAC), Netscape Navigator version 4.7 and Microsoft Internet Explorer 5.0 or higher; internet browser configured with 128 bit encryption, Java Script enabled, and session cookies enabled, a PDF (Portable Document Format)-compatible word processor; a PDF reader to read ECF documents; PDF-creation software to convert documents from a word processing format to a PDF format.

3. Pursuant to Federal Rules of Civil Procedure 11, every pleading, motion, and other document generated and filed electronically shall be signed by the filer in the form of "/s/ John Doe" on the signature line. A filer's password issued by the court combined with the filer's identification, serves as and constitutes the attorney or non-attorney's signature. Therefore, the filer must protect and secure the password issued by the court. If there is any reason to suspect the password has been compromised in any way, it is the duty and responsibility of the filer to change their password and immediately notify the Automation Manager.
4. The undersigned filer agrees to abide by the most recent **General Order and Administrative Procedures for Filing, Signing and Verifying Pleadings and Papers by Electronic Means**, and all technical and procedural requirements set forth therein to the extent that such provisions are applicable.
5. A registered filer is responsible and liable for any documents submitted electronically to ECF by means of the filer's login and password.
6. A registered filer's ECF eligibility may be restricted or revoked for any of the following reasons:
 - knowingly permitting his/her ECF password to be utilized by anyone who is not authorized to utilize the password;
 - filing documents on behalf of someone who is not a registered filer;
 - failing to comply with any of his/her other obligations set forth in this agreement.

DATE

APPLICANT'S SIGNATURE

TITLE (if applicable)

Please return this form to:

U. S. Bankruptcy Court
Southern District of West Virginia
Attn: CM/ECF Registration
300 Virginia Street East, Room 3200
Charleston, WV 25301